Make learning from home **accessible** with Microsoft Teams for Education
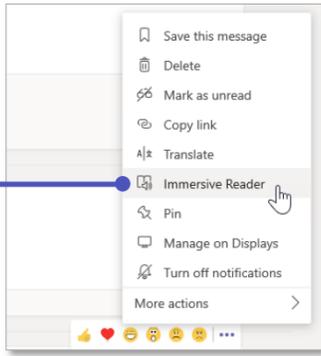
As you help your student adjust to remote learning, keep in mind that **Microsoft Teams** includes built-in accessibility features to make class and homework easier for different types of learners—including those who have learning disabilities, need accommodations for vision and hearing, or are English Language Learners. **Learning Tools** like Immersive Reader use proven techniques to aid reading and writing.

In this guide, see how to get started with some of the key accessibility features in Teams.
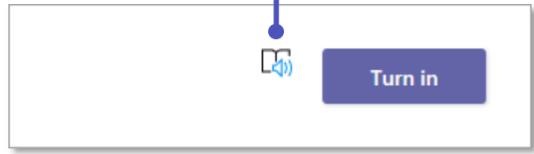
1 Immersive Reader

Immersive Reader helps improve reading and comprehension for students, including those with dyslexia or other learning disabilities. Immersive Reader is integrated into Teams, and you can also open it in other Microsoft apps like **Word, OneNote, Outlook,** and **Edge.**

Launch Immersive Reader from a message or chat by opening the **More options** panel.
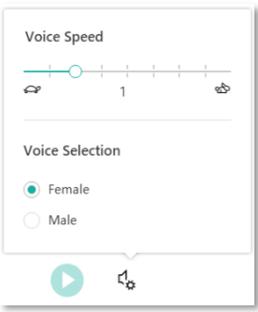
Launch Immersive Reader from an assignment on either desktop or mobile by opening the assignment and selecting the **Immersive Reader** icon.
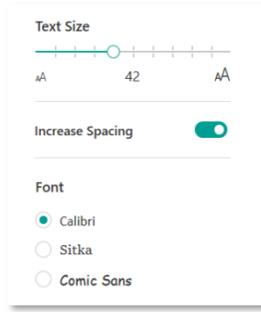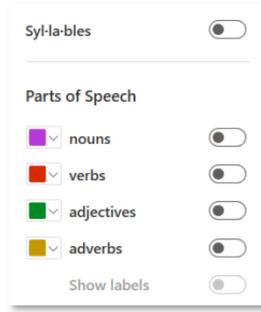
Immersive Reader includes features such as...
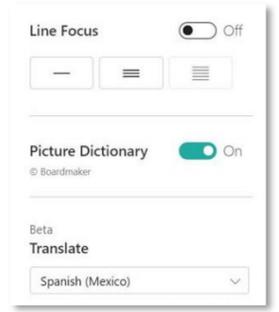
Voice Options
to read text aloud

Text Options
to adjust size, spacing, font, and color

Grammar Options
to highlight parts of speech

Reading Preferences
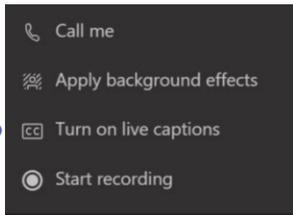for line focus, translation, and more

2 Meeting captions

For students who are hard of hearing, have dyslexia, or need support focusing, Teams can detect what's said in a class session or meeting and present real-time captions with speaker attribution.

In **More options**, select **Turn on Live Captions.**

3 Message translation

To help English Language Learners, Teams automatically translates messages into the language specified in your personal settings.
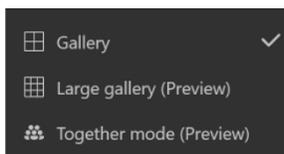
Click your profile picture and navigate to **Settings > General** to view language options.

4 Try Together Mode for meetings

Together Mode places class members or participants together in a virtual space—helping students feel more connected and reducing cognitive load.

Go to **More options** and select **Together Mode.**

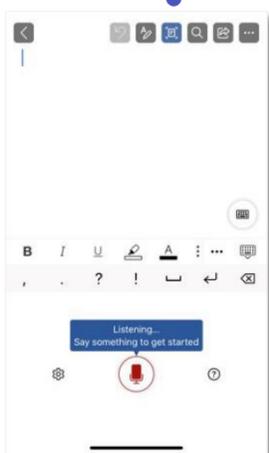## 5 Explore other accessibility features in Office 365

You can open Office 365 files right in Teams, including presentations, documents, notebooks, and more. Office 365 offers a range of accessibility features to make learning more inclusive for all students.

Dictation to transcribe speech. *Available in Word, Outlook, OneNote, and PowerPoint.*
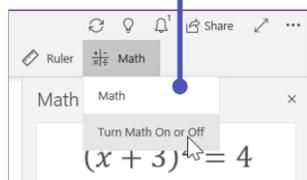
Dictate in Word for desktop
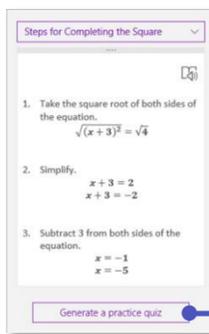
Dictate in Word for mobile

Math Assistant to help with equations, graphing, and other math topics. *Available in OneNote*

Navigate to the Class Notebook. In the **Draw** tab, select **Math** > **Turn Math On or Off.**
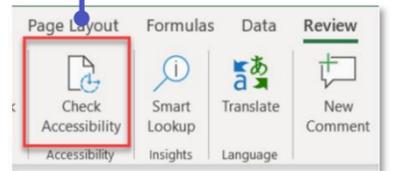
Math Assistant offers step-by-step solutions for solving equations, plus the option to generate a practice quiz.

Accessibility Checker to ensure files are accessible for parents and students who are blind. *Available in Word, Outlook, OneNote, PowerPoint, and Excel.*

In the **Review** tab, select **Check Accessibility**

View the inspection results with recommended actions on how to make your file more accessible.

Microsoft